

# ARIS ACTION CALENDAR

## Supplement to ARIS On-Line Manual

JANUARY	New Program Increases
FEBRUARY	
MARCH	Spring Cleanup of 425s
APRIL	Update Biosafety Info in Projects with BRCOM in AD-417
MAY	Print Guideline Dollars from Briefing Packet under Agency Retrievals for use in ARMP development Next FY Fund Transfer opens for data entry
JUNE	Next FY Fund Transfer data entry; Last date to add - first week in July Postdoc App Process opens for data entry - closes first week in July AD-421 Annual Research Progress Reports opens for data entry - closes October 1
JULY	Deadline to add next FY Fund Transfers (including Postdoc Fund Transfers) to be included in Final Guideline Dollars issued by BPMS in August
AUGUST	Deadline for adding funds to present FY Specific Cooperative Agreements Final Guideline Dollars available for printing
SEPTEMBER	Admin funded Postdoc applications announced at Administrator's Council; start recruitment and submit Temporary Fund Transfer once personnel on-board Update Investigator & SY time to agree with submitted ARMP
OCTOBER	Fall Cleanup of 425s Update Mission Statements Detail by Author Report of ARS-115s run for each Scientist Update Journal Acceptance Date on ARS-115s
NOVEMBER	Detail by Author Report of ARS-115s run for each Scientist Update Journal Acceptance Date on ARS-115s
DECEMBER	Cleanup siblings, 425s Final Detail by Author Report of ARS-115s run for each Scientist for inclusion in the Performance Appraisal package

Renumber siblings to agree with new inhouse projects created.

- When siblings are renumbered, please remember that 425s in the 425 Only system are also siblings and need to be renumbered.
- This should be done each time you have a project number change on the D project.

Update Biosafety Certification on projects that have BRCOM as a Special Code. The Biosafety information is found in the Approach Section of the AD-416/417.

- Do this annually, but just so you know, it's looked at every time an action on a project is done in ARIS. If the info is not current, the action is held up until the certification or recertification is updated. NOTE: Do not include city, state, laboratory name, room number or names of Scientists.

Update Regional Research Project number and percent in the AD-416/417.

- Do this any time you know of an addition, deletion or change.

CALENDAR continued ...

Update mission statements in ARIS for your Management Unit.

- Do this annually or any time you know the mission of your MU or responsible party (such as RL or LAO) has changed.

If you have a newly hired or retiring or resigning ARS investigator, update ARIS projects with the information.

- Do this as changes occur.

Cleanup the 425 Only system. Terminate completed projects; check with Scientist to see if pending projects, including No Funds to ARS, have been funded or unfunded, then update ARIS.

- Do this at least twice a year.

Update Journal Acceptance Dates on ARS-115s. The performance appraisal period runs from 1/1/02 to 12/31/02 so updating and entering should be done by December 1. Final cutoff date for ARS-115 entry and submittal to the Area is December 13.

- Do this whenever you can to avoid the year-end rush.